

City of Amesbury
CIT Application (14 and 15 year olds and up) /Not Paid

CIT's- Ages 14 & Up Counselor –in- Training Program

Since the beginning, our CIT program has been very successful. Volunteers are referred to as Counselors in Training (14, 15 and 16 years old). CIT's are not paid for their time but will gain valuable skills and self confidence as well as community service hours needed to graduate.

CIT's will assist staff in the Summer Recreation Programs and take on more responsibility as you implement appropriate creative activities, provide a positive role model for children, and assist with all counselor duties including maintenance of areas and equipment.

Due to the large amount of CIT's we have, all CIT's are given 2 week schedules. CIT's may be asked to complete more weeks if work is above satisfactory. Applicants are asked to make their preference for weeks but as space is limited, you will not be guaranteed. You are there for the kids so we ask that you do not team up with friends.

All applicants will be interviewed and must provide 1 letter of reference, \$10 for CIT formal training session and \$10 for their CIT t-shirt. In addition, the CIT application form, CORI form and ID are required. **All due by June 1** (if you are not selected, money will be refunded.)

To become a CIT's at the Park and Preschool Playground programs, Camp Kent Environmental Program, Archery, Boating or Swimming programs, please fill out the CIT application along with required materials and send to Kathy Crowley at 68 Elm St., Amesbury MA 01913. **All materials are due by JUNE 1**

The program supervisor will contact you for an interview in June. There is a mandatory CIT training from 9:30 -11:30 on Saturday June 28. You'll receive info regarding the dates and times for more orientation, if selected.

We look for CIT's to help make our summer program rewarding experiences for all. If you enjoy children and want to learn, please join our team. **Call Kathy Crowley, Youth Recreation Director, with questions at 978-388- 8137 or email at kathleen@amesburyma.gov**

Application available on website at www.amesburyma.gov, search under forms and documents, government, youth services

Please email me for CORI form. We are not allowed to put on the website.

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Name: _____ DOB _____ Age _____ Gr in 9/14 _____

Address: _____ Phone: _____ email: _____

T- Shirt Size: _____ sm _____ med _____ lg _____ xlg

Please circle which program(s) you are interested in: **Preschool** **Park**

Camp Kent

Swimming

Boating

Theater Arts

Do you have previous leadership training? _____ yes _____ no

Where? _____ What did you do? _____

Interests, Hobbies and Experiences: Please list all sports in which you have participated.
Please include any specific crafts, hobbies, or skills you may have.

Please explain why you would like to be a candidate for a CIT position:

Please list any days or times that **you are not available to work this summer:** _____

When are you available for an interview? _____

Do you need community service hours? _____ If yes, how many? _____

Please list any previous jobs and describe your duties:

Job(s) : _____

Duties: _____

What do you hope to take out of this experience and how can we help? _____

Please provide one letter of recommendation from a teacher, coach, etc

Injury waiver: Participation in this sport /activity may involve risk of injury. As a parent, guardian or participant, I am aware of these hazards and my ability to participate. In consideration for participation in the program(s) listed above, I hereby for myself, my heirs, executors and administrators waive and release all rights and claims against the City of Amesbury, its officers, employees, agents, volunteers and supervisors, except in the case of sole negligence, from all losses, injury, damages, fees and other expenses, arising out of or in connection with participation in the activity.

Signature of parent or guardian: _____ **Date:** _____

Return to: Kathy Crowley, Amesbury Youth Director, 68 Elm St, Amesbury, MA 01913

Please return with a copy of school ID or birth certificate, cori form, reference letter and \$10 for t-shirt and \$10.00 for training event. Please email me for cori form at kathleen@amesburyma.gov

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CIT Rules and Regulations

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2014 CIT orientation Information:

If chosen as a Preschool or Park Program CIT, you will have staff orientation on June 28 from 9:30 – 11:30 and July 2 from 9:30- 1:00 at the Town Park. Rain location will be at the Town hall auditorium. These dates are mandatory.

Camp Kent CIT's and boating CIT's will should attend the June 28th training but will have a separate orientation date from July 2. Your Director will contact you regarding times and dates.

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Introduction and Overview

The Amesbury summer Camp Counselor in Training program is designed to give teens aged 14-15 an opportunity to discover what it is like to be a counselor at a summer camp. Trainees will develop leadership and teamwork skills while experiencing a mature and professional environment designed to prepare them for future employment as a camp counselor.

While CIT's are not Camp Staff, they are given many responsibilities and are expected to act in a mature manner at camp. The program is designed to provide fun and meaningful activities for all participants, but CIT's must remember that they are viewed as role models by the campers and are not campers themselves. Counselors in training are a vital part of the camp experience and by following policies and performing duties they are contributing to both a fun and professional environment.

Camp staff maintains an open door policy for Counselors- in – training. If a CIT has an issue, concern, comment or idea at any point during the day, they are encouraged to seek out the CIT supervisor or Camp supervisor. Amesbury summer youth programs should be a fun, enjoyable and safe place where every participant should feel comfortable and welcome.

Hours of Operation:

CIT's for the Preschool program work 8:45-1:45, Monday through Friday.

Park program CIT's work 8:45- 2:15 on Monday, Tuesday, Wednesday and Friday.

Camp Kent CIT's work 8:45-2:45, Monday through Thursday.

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Responsibilities and Expectations

General Functions:

Provide leadership relating to youth programming for the Summer Recreation Program or After School programs.

Job Requirements:

The Junior leader reports to the Supervisor and will:

- ** Implement appropriate creative activities.
- ** Assist the Supervisor and staff in maintaining activity schedules.
- ** Assist in supervising children/teens at all times.
- ** Assist other counselors when necessary.
- ** Assist with any special events.
- ** Assist in the cleanliness and maintenance of areas being used.
- ** Assist with any other duties assigned by the Supervisor.
- ** Assist in handing out important notices, permission slips and weekly newsletter to parents.
- ** **Provide a positive role model for children at all times.**
- ** Have fun.

CIT All Camp Activity

Each week, the counselors-in-training will be responsible for developing an activity for the whole camp to participate in on Friday. The trainees will meet with the CIT supervisor each day during lunch or at end of shift to put together Friday's activity. On Friday, the CIT's will be responsible for facilitating the activity for the whole camp. These "all camp" activities will be developed by all the CIT's and teamwork and participation are strongly encouraged.

Dress Code

- ** Your CIT shirt should be worn daily. You may purchase an extra shirt for \$10.
- ** Shorts should be appropriate length.
- ** Sneakers only
- ** Long jeans and skirts are not permitted.
- ** You must have a watch

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**** No hoops or long dangling earrings.**

The dress code is enforced by camp staff and failure to comply will result in disciplinary action.

Camper Interaction Guidelines

Physical Contact

Appropriate CIT to camper contact mostly includes initiated greetings such as high fives, handshakes or a quick side hug.

Inappropriate contact includes campers sitting on CIT's laps, carrying campers, aggressive contact, longer hugs or kisses.

CIT and Counselor relationships are also prohibited.

Verbal Interaction

CIT's should speak to campers with respect. When giving directions, trainees should use polite language like "please" and "thank you". Try to include explanations in directions as campers are more obliged to follow direction if they understand why it is important. If at anytime a camper refuses to acknowledge or follow directions, please inform a counselor.

Non-Camp Interactions

While trainees may become friends or have friends in the program, non-camp related conversations should be kept to a minimum. CIT's should never discuss anything inappropriate with their peers while at camp, even if they believe there is no one to hear them.

In addition, visitors are not allowed at camp. CIT's are expected to contribute to a professional environment, and as such should not be spending their time with anyone besides camp participants during camp hours. If at anytime you have a doubt about whether an interaction is appropriate, do not engage in the interaction

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Camp Rules and Guidelines

Attendance:

CIT's are expected to attend camp every one of their scheduled days. If a CIT is unable to attend camp, please inform the Camp Supervisor as soon as possible by calling the camp number.

Park: 978-479-1480

Preschool: same as above

Camp Kent: 978-834-0359

Swim/Boat: 978-375-5313

Please make sure you call the number if raining so you know where to go. Park and Preschool have separate rainy day locations. Camp Kent and boating programs will run in the rain.

Personal Belongings:

It is best for any personal belongings besides essential camp gear (lunch, drinks, and sunscreen) to be left at home. The camp is not responsible for and belongings lost or stolen at camp. Personal electronics are prohibited while at camp and should be left at home. If a CIT needs to bring a cell phone in order to contact their parents, it can be left in the office. Cell phones are strictly prohibited while at camp.

Lunch:

CIT's should bring their lunch and drinks. There is no refrigerator to store lunches so you should plan on bringing it in a cooler. If CIT's are not meeting with the CIT supervisor, they should be sitting with the kids during lunch.

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Behavior:

We take great pride in the outstanding respect that our participants have exhibited over the years with our program. For the enjoyment and safety of all participants and staff, inappropriate behavior will not be permitted. Our program has a zero tolerance policy. Grounds for dismissal include: disrespect for others or property, foul language, fighting, bullying, sexual harassment, spitting or biting

Discipline Policy:

CIT's are expected to follow camp rules and guidelines. If a rule is not followed, disciplinary action may be taken.

- 1st offense- Verbal warning
- 2nd Offense- Written warning to parents
- 3rd Offense- Asked to leave program

If a CIT receives a verbal warning, they may wish to speak with either the CIT Supervisor or Camp Supervisor to understand more about what guideline they may not have followed.

Future possible Employment:

CIT's are welcome to apply for Counselor positions once 16 years old or 18 years old for Camp kent. CIT's will be evaluated at the end of the summer by program staff on the following:

- | | |
|---------------------|-----------------------------|
| | Enthusiasm |
| | Taking Initiative |
| | Knowledge of program |
| structure and rules | |
| | Being where supposed to be |
| | Dealing with Behavior |
| | Professionalism and being a |
| good role model | |

Those doing well in those areas may be asked to do more than the 2 weeks initially signed up for.